

CATS_Enter Dollar Amounts

CAT2

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
5/2/05	Dorie Schmeling	Draft
5/2/05	Rena Cawyer	SME Review
5/4/05	Heather Hanson	Training Review
5/10/05		Agency Review
5/24/05		Internal Review
9/1/05	Todd Jenkins	SME Review
9/9/05	Chylynn Hansel	Edits
8/31/06	Lesia Terry	Edits – added assignment pay details

Purpose

Use this procedure to enter dollar amounts into the Cross Application Timesheet System (CATS) for certain Wage Types (WT).

Trigger

Perform this procedure when recording dollar amounts in CATS for the following Wage Types:

- 1057 (Shift Difference-all agys)
- 1247 (OT/Call back Old Adj-all)
- 1252 (Adj OT/Cback Not subj Ret)
- 1611 (Assignment Pay Vry Amt-all)
- 1641 (Assn Pay Vry Amt OT-all)

Prerequisites

- Employee has earned wages for one of the qualifying Wage Types.

Menu Path

Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

Transaction Code

CAT2

Helpful Hints

ASSIGNMENT PAY: For a list of approved job classes and pay premium for assignment pay, consult the Department of Personnel Compensation Plan and Collective Bargaining Agreements.

Assignment pay needs to be calculated for a pay period; therefore, the difference between the monthly base salary and the monthly assignment pay premium must be divided by the available hours in the period and then multiply by the hours worked at the higher range and step.

To calculate the assignment pay for a full time employee:

- Divide the monthly salary (shown in the compensation plan) at the base group and level (range and step) by the hours available in the pay period.
- Determine the assignment pay premium by consulting the Department of Personnel Compensation Plan and Collective Bargaining Agreements.
- Divide the base monthly salary of the assignment pay premium (up two ranges, four ranges, etc. from the monthly base amount) at the base group and level (range and step) by the hours available in the pay period.
- Subtract the base amount from the assignment pay amount.
- The result is the assignment pay hourly amount.

- The employee will get paid their normal salary so you only want to pay then the difference between the higher and the normal salary.

Example: An employee working in PS group 40 and has a monthly base salary of \$2413.

The assignment pay premium is four ranges, which is PS group 44 making the assignment monthly salary is \$2645.

To calculate the amount of assignment pay:

Base Salary: $2413/2 = 1206.50$

Base Salary/hours for pay period: $1206.50/88 = 13.71$

Assignment pay Premium: $2645/2 = 1322.50$

Assignment Pay Premium/hours for pay period: $1322.50/88 = 15.03$

Assignment Pay: $15.03 - 13.71 = 1.32$

Assignment Pay multiplied by hours worked: $1.32 * 88 = 116.16$

116.16 is the assignment pay amount for Wage type 1611.

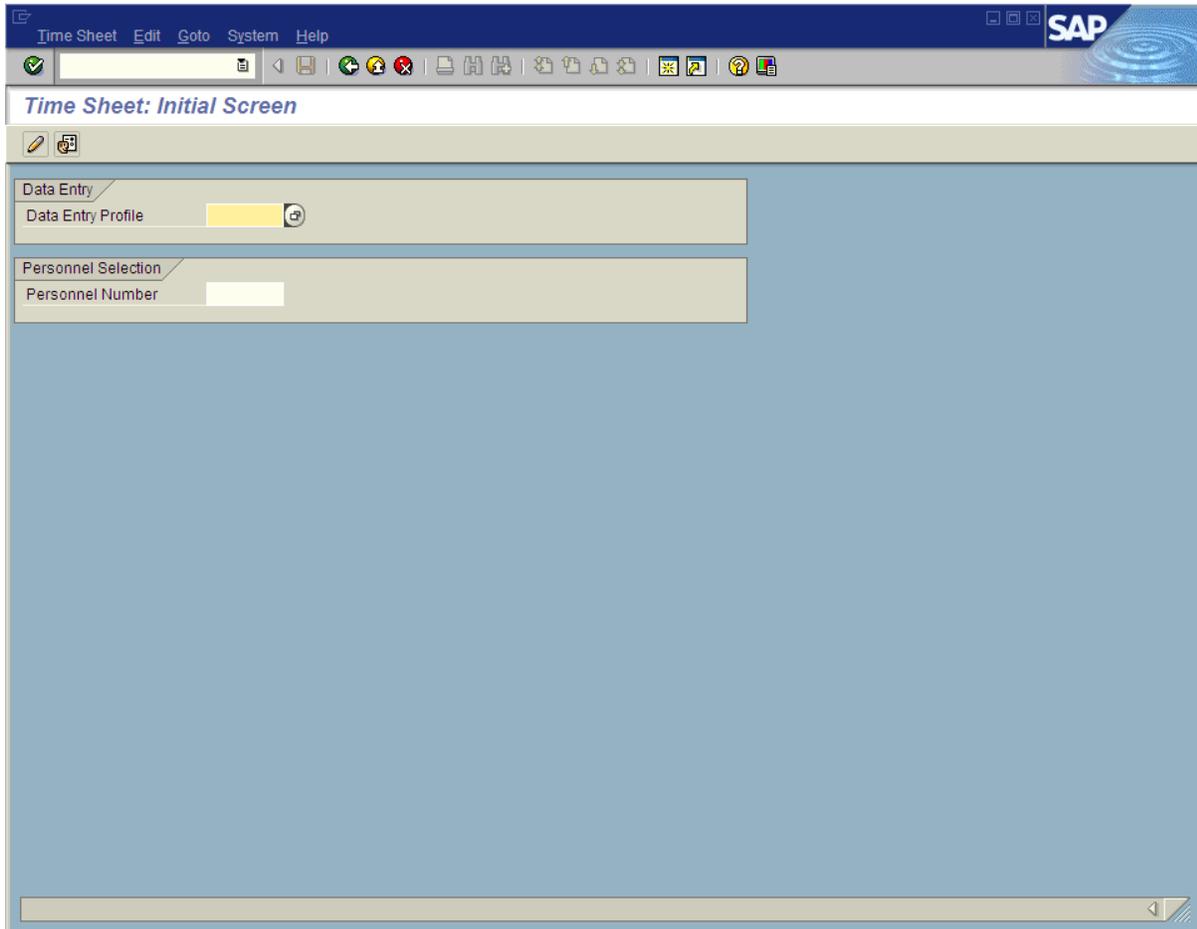
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

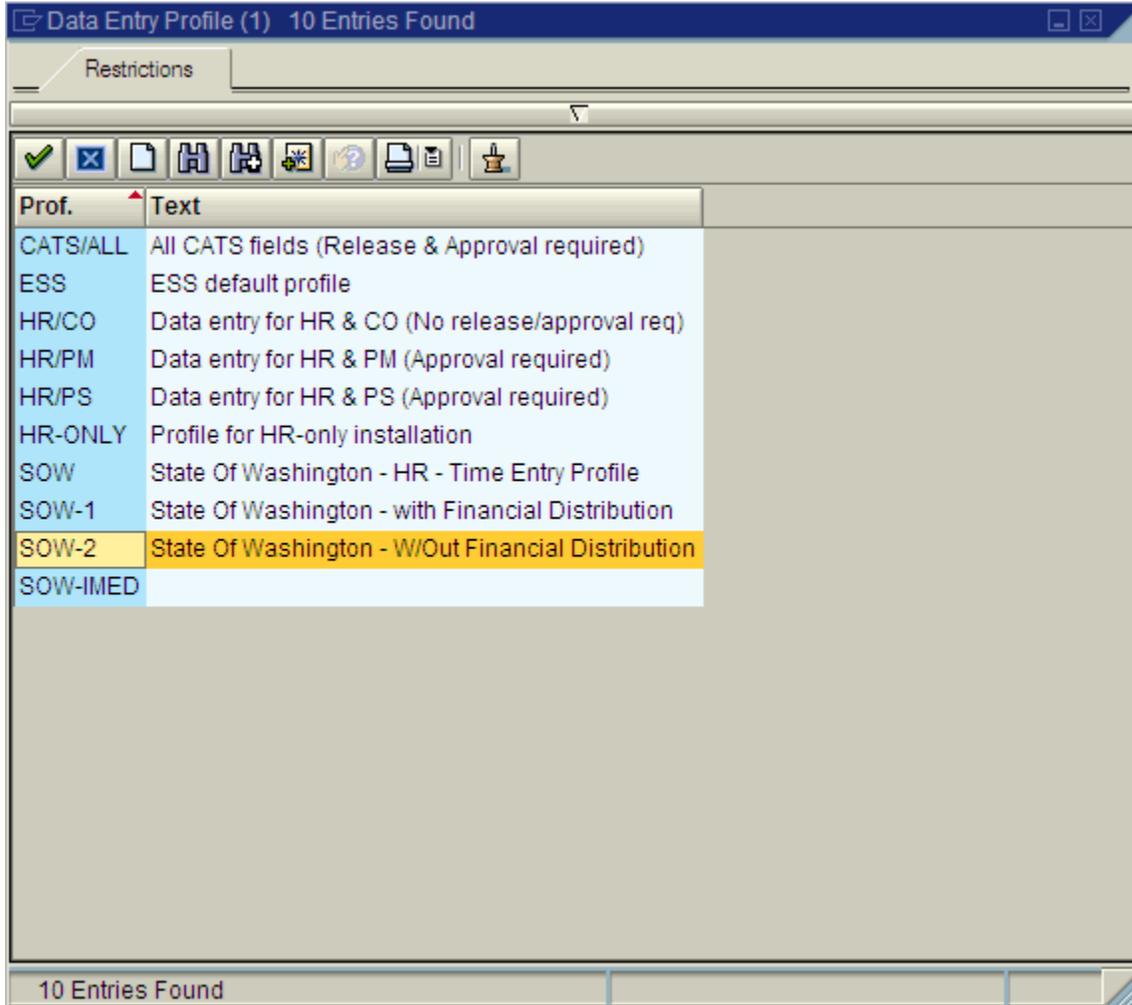
1. Start the transaction using the above menu path or transaction code **CAT2**.

Time Sheet: Initial Screen



2. In the **Data Entry Profile** field, click  (Matchcode) to open the selection list.

Data Entry Profile (1) 10 Entries Found



3. Perform one of the following:

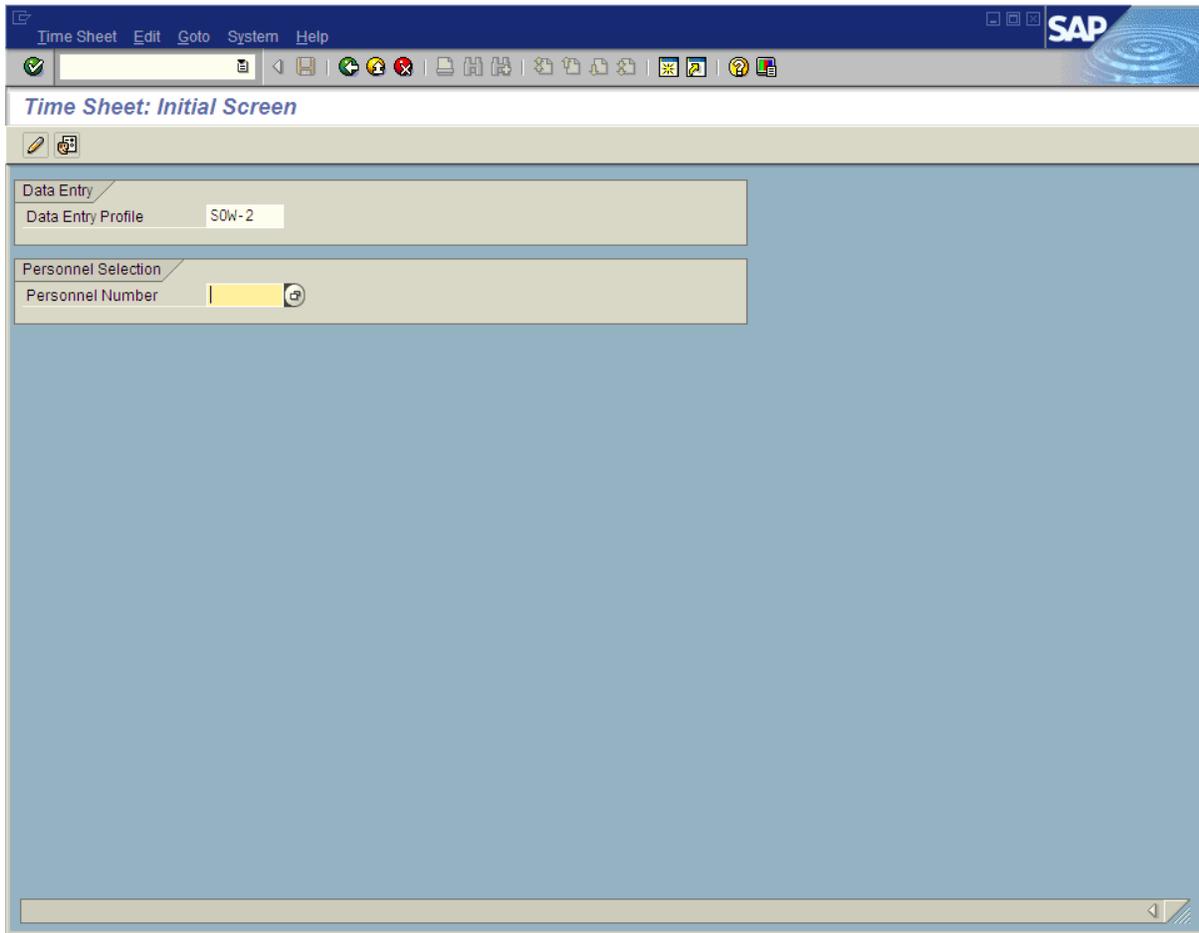
If	Then
The entry will require a change in the financial accounting structure	Click SOW-1 State Of Washington – with Financial Distribution
The entry will not require a change in the financial accounting structure	Click SOW-2 State Of Washington – W/Out Financial Distribution

Example:

SOW-2 State Of Washington - W/Out Financial Distribution

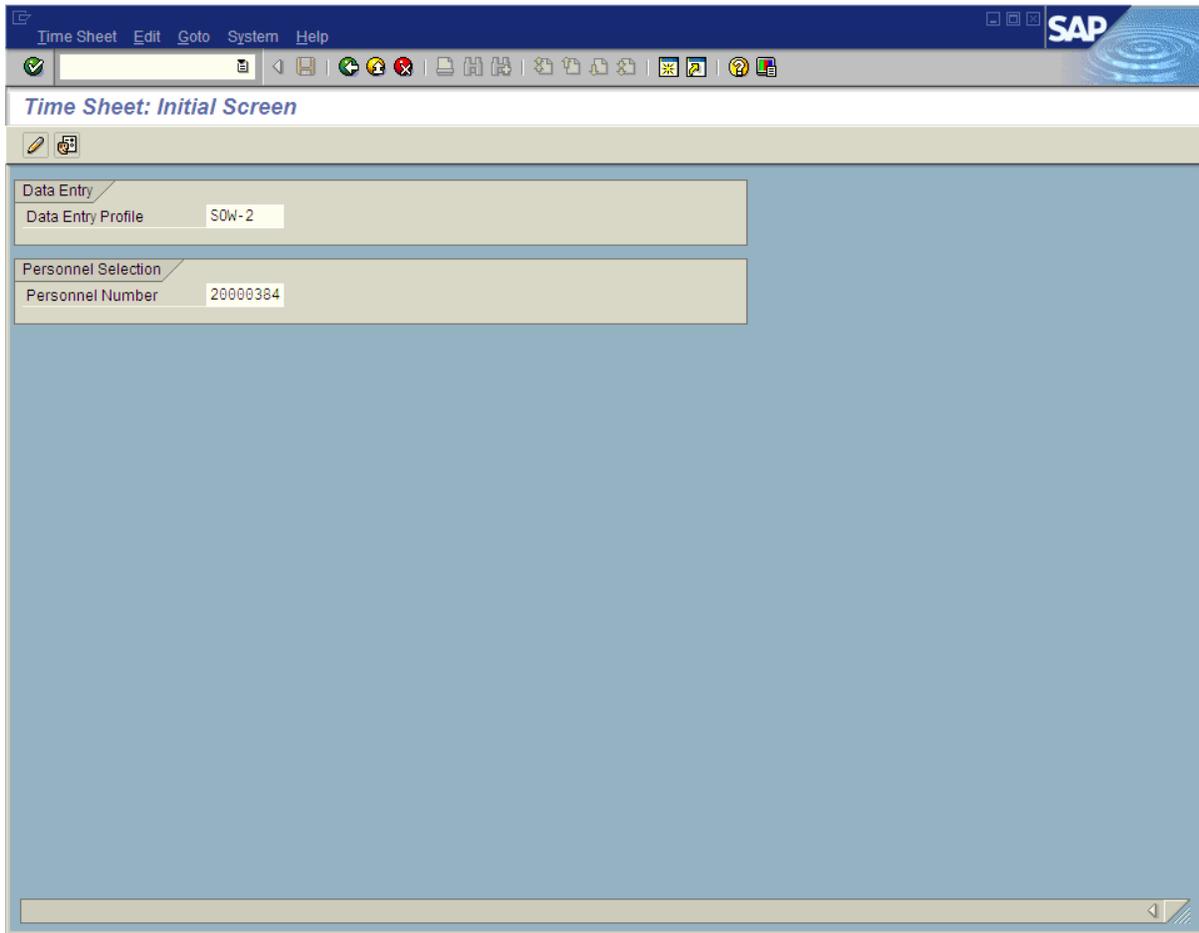
4. Click  (Copy) to accept.

Time Sheet: Initial Screen



5. In the **Personnel Number** field, enter the personnel number or click  (Matchcode) to open the selection search window.

Time Sheet: Initial Screen



6. Click  (Enter Times) to advance to the **Time Sheet: Data Entry View** screen.

Time Sheet: Data Entry View

Time Sheet: Data Entry View

Personnel Number: 20000384 Test Sally Cost Ctr: 1051600
 Data Entry Period: 04/16/2005 - 04/30/2005 Week: 15.2005

LT	WA...	Position	MU	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28	04/29	04/30
			H	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0
			H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Data entry view | Release view | Variable view | Entry 1 of 4

- In the **Wage type** field, click  (Matchcode) to open the selection list.



You can also type the code directly into the Wage type field.

Wage Type (1) 60 Entries Found

WT	Wage Type Long Text	Start Date	End Date
1036	Delete	01/01/1900	12/31/9999
1057	Shift Difference-all agys	01/01/1900	12/31/9999
1060	shift df .50 for all agys	01/01/1900	12/31/9999
1061	shift df 1.00 all agys	01/01/1900	12/31/9999
1062	shift df 1.50 all agys	01/01/1900	12/31/9999
1063	shift df 3.00 all agys	01/01/1900	12/31/9999
1080	OT shift df .50 all	01/01/1900	12/31/9999
1081	OT shift df 1.00 all	01/01/1900	12/31/9999
1082	OT shift df 1.50 all	01/01/1900	12/31/9999
1083	OT shift df 3.00 all	01/01/1900	12/31/9999
1165	Extra pay-agency3510/3530	01/01/1900	12/31/9999
1166	SubstTeach0-4agy3510/3530	01/01/1900	12/31/9999
1167	SubstTeach4+agy3510/3530	01/01/1900	12/31/9999
1208	Deceased Current Year	01/01/1900	12/31/9999
1210	Deceased Subsequent Year	01/01/1900	12/31/9999
1215	OT Variable Rate	01/01/1900	12/31/9999
1222	Reg Hours Worked Salaried	01/01/1900	12/31/9999
1223	Salary Hours Override	01/01/1900	12/31/9999
1225	Extra Hours Worked-Remove	01/01/1900	12/31/9999

8. Click to select the Wage type.

Example:

1057 Shift Difference-all agys



For agencies that do not have percentage-based assignment pay authorized in their collective bargaining agreements or in the DOP compensation plan, assignment pay should be processed using the wage types as outlined in the table below.

Wage Type	Agency
1601, 1602, 1603, 1604, 1608, 1631, 1632, 1633, 1634, 1638	Washington State Patrol
1603, 1633	Parks and Recreation

State of Washington HRMS

Wage Type	Agency
1611	All other agencies – Regular time worked
1641	All other agencies – Overtime worked

9. Click  (Copy) to accept.

Time Sheet: Data Entry View

Time Sheet: Data Entry View

Personnel Number: 20000384 Test Sally Cost Ctr: 1051600
Data Entry Period: 04/16/2005 - 04/30/2005 Week: 15.2005

LT	WA...	Position	MU	04/16	04/17	04/18	04/19	04/20	04/21	04/22	04/23	04/24	04/25	04/26	04/27	04/28	04/29	04/30
			H	0	0	8	8	8	8	8	0	0	8	8	8	8	8	0
			H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1057																	

Data entry view | Release view | Variable view | Entry 1 of 3

10. Click on the appropriate date field(s) and enter the dollar amount(s).



Leave the **Measuring Unit** field blank. Do not enter any unit of measurement.

Time Sheet: Data Entry View

11. Click  (Check Entries) to check the information.
12. Click  (Enter) to validate the information.
13. Click  (Save) to save.
14. You have completed this transaction.

Result

You have entered a dollar amount in CATS for a specific wage type.

Comments